



MICHIGAN SUPREME COURT  
**MICHIGAN JUDICIAL INSTITUTE**

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Michigan Hall of Justice • PO Box 30205 • Lansing, MI 48909  
phone: (517) 373-7171 fax: (517) 373-7615 Web site: [courts.mi.gov/mji](http://courts.mi.gov/mji)

April 20, 2006

## PROGRAM ANNOUNCEMENT

### ***Proactive Court Management: Managing by Monitoring Your Caseload Data Seminar***

**District Court Session - June 22, 2006**  
**Circuit, Family, Probate Court Session - June 23, 2006**  
**Michigan Hall of Justice**  
**Lansing, Michigan**

**District Court Session - June 28, 2006**  
**Circuit, Family, Probate Court Session - June 29, 2006**  
**SCAO Region IV Office**  
**Gaylord, Michigan**

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#### **Seminar Introduction**

The Michigan Judicial Institute (MJI) is pleased to offer a seminar for the Court Management Team interested in improving the current caseload management system. The Court Management Team should be comprised of the Chief Judge and/or a judge designated by the Chief Judge to oversee a caseload management system; and a Court Administrator or a court staff member with "case management" responsibilities. Participants in this seminar must commit to attend the seminar in its entirety and first priority will be given to applicants from court management teams.

#### **Seminar Description**

The *Proactive Court Management: Managing by Monitoring Your Caseload Data* seminar is a one-day seminar, designed to provide information on court management practices specific to your court. Using information from the 2005 CRS case age reports and other case management system reports, seminar participants will learn how to assess trends and problem areas. Each seminar will include presentations customized to address specific court type events and issues. Therefore, attendance at each seminar session will be limited to court management teams from same court types.

Each seminar will begin with a plenary session followed by simultaneous breakout sessions on the following topics:

#### Judicial Track

- Proactive Steps to Meet Time Guidelines
- Useful Information from Standard Reports
- How to Interpret Your Time Guideline Report
- Scheduling and Adjournment Practices
- Identifying & Involving Key System Players

#### Court Administrator Track

- Proactive Steps to Meet Time Guidelines
- Useful Information from Standard Reports
- Customizing Reports to Identify Problems
- Setting Goals: Where Do You Go from Here?
- Caseflow Management Obstacles and Strategies

### Faculty

Faculty for this seminar will include Judges, Administrators and SCAO personnel.

### Eligible Participants

This seminar is designed for the Court Management Team interested in improving its current caseflow management system. The Court Management Team should be comprised of the Chief Judge and/or a judge designated by the Chief Judge to oversee a caseflow management system; and a Court Administrator or a court staff member with “case management” responsibilities. Participants in this seminar must commit to attend the seminar in its entirety and first priority will be given to applicants from court management teams.

### Seminar Schedule

8:30 - 8:55 am	Seminar Registration
9:00 am - 12:15 pm	Morning Program
12:15 - 12:45 pm	Lunch
12:45 - 4:30 pm	Afternoon Program

### Meals & Lodging

A complimentary refreshment break (coffee, tea, ice water) and group luncheon will be provided for all seminar participants during the course of the seminar. All other incidental expenses including mileage, phone calls, etc. are the responsibility of each individual or his/her governmental unit. Due to budget constraints, MJI is unable to provide lodging for this program.

The Hall of Justice Conference Center and the SCAO Region IV Office are facilities that accommodate persons with disabilities. If you require special accommodations, please indicate your needs on the registration form.

### **Pre-Seminar Assignment**

Participants accepted to attend this seminar will be expected to generate and bring certain case management reports for use during the program.

### **Pre-Registration Procedure**

Please complete the attached registration form and fax to (517)373-7615 no later than **Friday, May 19, 2006**. Each team member must complete a separate registration form. Participants accepted to this seminar will receive a confirmation letter after the registration deadline.

### **Questions**

If you have any questions regarding the seminar, please contact Tricia Shaver at (517)373-7452 or Dawn McCarty at (517)373-7509.

# REGISTRATION FORM

## ***Proactive Court Management: Managing by Monitoring Your Caseload Data Seminar***

Name (Hon./Mr./Ms.) \_\_\_\_\_

Title: \_\_\_\_\_

Court: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

*Team Members (each member must submit an individual registration form):*  
(Name) (Title)

1. \_\_\_\_\_
2. \_\_\_\_\_

**Case Management System:** ☐ JIS ☐ NON-JIS (Please specify): \_\_\_\_\_

Seminar Session Selection. Please select from the dates listed below, the seminar session you wish to attend:

### **Lansing Hall of Justice**

☐ District Court Session - June 22, 2006 ☐ Circuit, Family, Probate Session - June 23, 2006

### **Gaylord Region IV Office**

☐ District Court Session - June 28, 2006 ☐ Circuit, Family, Probate Court Session - June 29, 2006

Please list below any special accommodations, due to a disability, that you will require during your stay:

\_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Judge Signature

\_\_\_\_\_  
Date

Please **fax** completed application form: Tricia Shaver, Program Assistant  
Michigan Judicial Institute  
(517)373-7615

**Application Deadline: FRIDAY, MAY 19, 2006**